Dear VSU Community & Regional Partners

We are pleased to announce our professional development courses for 2014 Fall Semester. We hope that you find the courses interesting and beneficial to your growth at VSU. We have an abundance of offerings including certificate programs. These courses are open to all VSU faculty, staff, and student employees, and we also offer customized classes, departmental retreats and meeting facilitation upon request.

In addition to the classes offered through the Office of Employee and Organizational Development, we have included information about other departments on campus which provide specialized employee training.

If your department provides workshops or resource information for employees and you would like your information included in future issues, please contact Rebecca Murphy at 259-5105.

Please share this information with others you know who might find it useful. If you need additional copies, you may download this document from our website at www.valdosta.edu/finadmin/training/.

We wish you a productive and fulfilling semester.

Rebecca Murphy
and the Staff of
Employee & Organizational Development
All courses are listed within a training category, which has been color-coded for easier navigation and reading. The index contains a list of the classes offered in both alphabetical and chronological order.

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**General Information**

**Campus Training Programs**

The programs listed in this catalog are open to all VSU employees, some courses are also available for PDC regional partners. Classes are filled on a first come, first served basis. If a class is full, please call Employee Development at 259-5105 to be put on a waiting list. Waiting list registrants are notified of vacancies and placed into classes as cancellations are received. If you register for a class, but are unable to attend, please cancel within 24 hours of the class. Classes are subject to cancellation if registration is low.

Employees should verify with their supervisor that they can attend a class during work hours.

**Class Attendance**

In order to receive credit for a class, participants must attend 90% of the scheduled class time. Students may miss scheduled class activities only in the event of illness, emergencies, or business related reasons. The course instructor or facilitator should be notified of planned absences or tardiness. For excused absences during multi-day courses contact the instructor to discuss options available to receive full credit.

**Training Library Materials**

Can't get away to attend a class, we have another option. The Employee and Organizational Development Office has training materials available free of charge to employees for checkout from the Training Library. We have audio, video, and textbook resources on a variety of topics. Call us at 229-259-5105 for additional information.

**Customized Programs**

We provide customized training for departments upon request. Our office will work closely with the requesting department to identify the training needs, develop the course material, and deliver the course, as well as, assist with follow-up evaluation to determine its effectiveness. For additional information about services, programs, and resources, contact Becky Murphy at 259-5106 or at rbowes@valdosta.edu.

**Training Transcripts**

Official records of attendance are maintained for training sessions offered or coordinated by our office. Employees or their supervisors needing a transcript for promotion or transfer purposes, or for discussion during the performance evaluation process, may request one by calling 259-5105. Please allow 5 working days to process the request.

**New Employee Orientation**

We provide orientation for full-time benefited staff and administrative employees the last Thursday of every month in the University Center Rose Room. Veteran employees are always welcome to attend and find out about the latest changes on campus.

New Employee Orientation will:

- Welcome employees to the University and acknowledge employees’ value.
- Help employees connect with their new workplace by learning the vision, mission, and goals of the University.
- Educate employees about the services provided by various departments on campus and the people who work in those departments.
Navigating the Personality Maze

1 Day/3 Hours

As a front-line agent of your department and Valdosta State University, you spend a great deal of your time dealing with people, whether it is face-to-face or on the phone. This class is designed to help you become more efficient and less stressed in your everyday dealings by understanding how to communicate and interact with the various personality types you encounter. By understanding the different personalities you face, you can reduce the amount of stress and conflict by presenting information in ways that will reach them as efficiently as possible.

Topics Covered Include:

- Understanding your personality and persona and the role it plays
- Identify various types of difficult people and their characteristics
- Developing strategies to overcome negative or aggressive behavior
- Maintaining a confident and professional demeanor when faced with difficult situations
- Understanding how generational traits impact personalities

Instructor: Faye Altman
Schedule/Location: Tuesday, October 7, 2014, 9:00 AM - 12:00 PM
Rose Room - University Center

Professional Image & Success at Work

1 Day/3 Hours

Have you ever wanted to feel more confident at work and campus social gatherings? Do you find that your ideas just never seem to be heard? This half day workshop and explore specific strategies that will assist you in presenting a confident, capable, professional image. Gain the respect and recognition that you desire from customers, peers, and bosses.

Topics Covered Include:

- A confidential, personal assessment of your current image and interpersonal style.
- How your image influences your performance and the way others respond to you.
- Effective verbal and nonverbal communication techniques.
- Business etiquette tips that will help you feel confident interacting with others.

Instructor: Dr. Mary Willis
Schedule/Location: Monday, November 17, 2014, 1:30 PM - 4:30 PM
Rose Room - University Center

Organization & Time Management

1 Day/4 Hours

This course will teach you to control the vicious cycle of time-pressure and stress, allowing you to make the most effective use of your time, energy and skills. You will learn time management tools that are best suited to your personality and job. You will discover how to empower others by using the key principles of time management. You will gain techniques to regain control by actively managing interruptions.

Topics Covered Include:

- Shape your work day and set priorities
- Eliminate clutter one pile at a time
- Distinguish between things to keep and things to trash
Lean Six Sigma: White Belt

1 Day/3 Hours

VSU offers the series of Lean Six Sigma classes approved by the University System of Georgia. This class will provide you with an overview of Lean Six Sigma and how its methodology can be used to improve processes.

You can also use Six Sigma techniques to:

- Help prepare institutional effectiveness reports and set realistic planning goals.
- Provide a template for problem solving.
- Establish measures.
- Makes processes visible.
- Obtain information on the voice of the internal and external customer.
- Identify and reduce hidden costs.

**Instructor**
Jeanne Severns
Internal Auditor

**Schedule/Location**
Wednesday, September 24, 2014
9:00 AM - 12:00 PM
Rose Room - University Center

Lean Six Sigma: Yellow Belt

2 Days/6 Hours

This course will provide you with a review of Lean and Six Sigma definitions, a thorough understanding of the Lean Six Sigma DMAIC process, and will introduce you to a variety of measurement tools that can be used for problem solving.

You can also use Six Sigma techniques to:

- Help prepare institutional effectiveness reports and set realistic planning goals.
- Provide a template for problem solving.
- Establish measures.
- Makes processes visible.
- Obtain information on the voice of the internal and external customer.
- Identify and reduce hidden costs.

Additionally, you will learn the steps involved in developing a project charter. Learn how to set goals and reduce waste and variability – save time, reduce costs, increase customer satisfaction and employee morale.

**Instructor**
Jeanne Severns
Internal Auditor

**Schedule/Location**
Wednesday, October 29, 2014
9:00 AM - 12:00 PM
Rose Room - University Center

AND

Friday, October 31, 2014
9:00 AM - 12:00 PM
Rose Room - University Center

Diversity U 101

1 Day/2 Hours

The Office of Social Equity offers workshops that allow participants to examine and explore personal perspectives on dimensions of difference and otherness. The interactive training includes discussion and challenging activities to explore understanding of self and others, celebrating difference, and becoming a cultural ally.

**Instructor**
Dr. Maggie Viverette
Director of OSE
& other diversity trainers

**Schedule/Location**
Tuesday, September 9, 2014
10:00 AM - 12:00 PM
Cypress Room – University Center
Diversity U 102

1 Day/2 Hours
The VSU Office of Social Equity presents Diversity U 102. This class is a cultural diversity-training program designed to further enhance the training and interactive skill of Diversity U 101 in an effort to support the campus in the attraction, recruitment and retention of a positive, culturally-enriching campus environment. You are invited to join the Division of EOP/MA and the VSU SHRM chapter in exploring the implications of cultural diversity on daily interactions.

Instructor: Dr. Maggie Viverette
Schedule/Location: Monday, September 15, 2014, 10:00 AM - 12:00 PM, Rose Room – University Center

Stress Management

1 Day/3 Hours
Our ever-changing world has created more stress at home and work than we have ever experienced. Recent research has led to a new view of stress and how to better cope with what often feels like an "out-of-control" environment. In this brief, intensive session you will learn and practice up-to-date effective stress management techniques that will put you back in control of your work and life in general.

Topics Covered Include:
- Identifying your stressors
- Choosing effective coping techniques
- Practicing internal stress control
- Creating a workable stress management plan

Instructor: Faye Altman
Schedule/Location: Friday, November 21, 2014, 9:00 AM - 12:00 PM, Rose Room - University Center

Effective Listening Skills in the Workplace

2 Day/2.5 Hours
Business studies have placed listening skills on the list of top five skills essential for business success. Some people will brush off the topic because it seems so common sense, but effective listening is not a skill that comes naturally to everyone. To be a great listener, you need to actively listen, be self-aware, visualize and offer feedback. Listening is one of the most important skills you can have in reducing conflict and improving relationships. How well you listen has a major impact on your job effectiveness. Attend this workshop and begin improving your listening skills.

Topics Covered Include:
- Learn the basic processes and skills involved in listening
- Learn how good of a listener you are
- Identify what your listening style is
- Understand how people with different listening styles may come into conflict in both organizational and interpersonal contexts

Instructor: Dr. Molly Stoltz
Schedule/Location: Thursday, October 2, 2014, 2:00 PM - 4:30 PM, Rose Room – University Center AND Tuesday, October 7, 2014, 2:00 PM - 4:30 PM, Rose Room – University Center
**Dismantling Deficit Thinking**

*1 Day/2 Hours*

This facilitated group / roundtable training provides a safe place and unique opportunity to engage in a meaningful dialogue placed in the context of dismantling Deficit Thinking by examination of the Matrix of Privilege/Oppression and the Compass Matrix.

Through the use of interactive activities such as Circle of Voices, Case Study, and Learning Audit, participants will leave more prepared to teach and address issues of power, privilege, inclusion, higher order thinking, and equipped to employ "critical thinking" tools inside and outside of the university setting.

Pedagogy of privilege and critical consciousness are imperative for staff and faculty and for all who prepare students to enter the 21st Century workforce.

**Learning Outcome:** Identify and discuss the impact and implications of privilege, access, and oppression and serving as an ally.

**Instructor**

Dr. James Martinez

**Schedule / Location**

Thursday, September 25, 2014

10:00 AM - 12:00 PM

TBA

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**Sexual Assault Prevention**

*1 Day/2 Hours*

Participants will review current laws developed to aid colleges and universities in preventing incidents of sexual violence. Discussion will include reporting requirements referral of resources and victims rights.

**Instructor**

Maggie Viverette

Director, Office of Social Equity

**Schedule / Location**

Thursday, September 25, 2014

10:00 AM - 12:00 PM

Cypress Room – University Center

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**Religious Diversity**

*1 Day/2 Hours*

It can be argued that religious conflict is the primary social problem of the 21st century. Since the bombing of the World Trade Center in 1993, religious difference has caused significant, sometimes horrific, discord in our country and world. But religious difference need not erupt into tension and violence. If we work to truly understand the world’s living religions, to grasp the unique spiritual path each religion has to offer—then we can grow in mutual respect. This reflective session serves to promote a deeper understanding of the significance of religion and spirituality in our nation and world.

**Learning Outcome:** Understand the significance of religion and spirituality in our nation and world.

**Instructor**

Dr. Lavonna Lovern

Philosophy and Religious Studies

**Schedule / Location**

Tuesday, September 16, 2014

5:30 PM - 7:30 PM

TBA

Tuesday, September 23, 2014

5:30 PM - 7:30 PM

TBA

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Valdosta State University employees and students are eligible to earn a VSU Cultural Diversity Appreciation Certificate by participating in select sessions offered by the Office of Social Equity. Each session focuses on building a culture of appreciation for equity and diversity at Valdosta State University. Additional trainings will be offered. To register for this Certificate Program or any individual session within this program, complete the registration form through the Office of Employee Training and Development.

For more information about this Certificate Program or any individual session within this program, contact Dr. Maggie Viverette in the Office of Social Equity by email at MViveret@valdosta.edu or by phone 229.333.5463.
Retention Strategies for Managers

1 Day/3 Hours

Retention strategist and researchers report that 55% of U.S. workers think often of quitting or actually plan to quit within a year.” Employees leave an organization for various reasons. Often these factors are controllable. Find out what experts say managers can do to keep their top performing employees.

Topics Covered Include:

- To determine the cost of turnover
- To identify what your employees truly want
- To create a retention mindset within your department
- To enhance your communication techniques
- To increase your effectiveness with your employees

Instructor

Tim Yorkey

Schedule/Location

Wednesday, October 8, 2014
1:30 PM - 4:30 PM
Rose Room—University Center

Fundamentals of Management and Supervision

1 Day/5 Hours

The ability to lead others is an important part of your professional effectiveness. What are the roles and responsibilities of a manager or supervisor? How is leading different from managing? What are the measures of an effective manager or supervisor? What are your strengths and areas for development as a manager or supervisor? This course will provide you the answers and build your management and supervision skills in such areas as earning respect, setting the example, visioning, delegating, coaching, influencing, motivating and team building.

Topics Covered Include:

- Define leadership, and discuss the differences between leading and managing.
- Describe key roles of an effective manager or supervisor: role model, motivator, and coach.
- Serve as a strong role model and earn trust and respect as a manager or supervisor.
- Envision and set the direction you want others to follow, define expectations, and delegate responsibility and authority for results.
- Motivate, engage, and inspire people to do their finest work.
- How to delegate.
- Coach and hold colleagues accountable for improved performance and better teamwork.
- Lead change, influence buy-in for it, and overcome resistance to it.

Instructor

Tim Yorkey

Schedule/Location

Wednesday, November 5, 2014
9:30 AM - 4:30 PM
Rose Room - University Center
(Lunch break for 1 hour)
Leading the Generation to Success
1 Day/3 Hours
This class explains the four generations and shows how to stimulate positive interaction among your employees to reduce workplace conflict and provides management with strategies for dealing with motivating employees of all ages. Right now, the future of your organization depends on how you mesh all these generations together. With the right tools you can turn them into superstar performers who will become loyal and engaged employees.

Topics Covered Include:
• Defining the four generations in the workplace today
• Increasing understanding of generational differences and similarities
• Stimulating positive workplace communications
• Generational context is not about age, but common experiences.
• Acknowledging your team's expectations, not just your own.
• Different is neither right nor wrong, just different.
• Generational understanding does not discount concern for the individual.
• Different generations care about different approaches to the same problem.

Instructor
Tim Yorkey
EOD

Fundamentals of Successful Project Management
The need for a straightforward framework for successfully managing a variety of projects has never been greater. Fundamentals of Successful Project Management provides the real-world approach and teaches the fundamental skills that everyone who works on projects can benefit from.

Instructor
SkillPath Seminar

Three L’s of Leadership
1 Day/3 Hours
According to recent research, effective leaders share a common factor: "they all have a high level of Emotional Intelligence (EI)". This course focuses on building an awareness of EI. Participants will gain an understanding for the emotional intelligence competency framework. They will learn to utilize techniques for increasing their level of self-awareness and gain an understanding of how emotions can influence thoughts, behavior, goals, decision-making, and work/ personal relationships. Participants will learn the 3 basic steps to higher Emotional Intelligence and will introduce you to a cutting edge approach to understanding and developing emotional intelligence as you

• Assess your individual EI
• Learn and practice EI strategies
• Create your own plan for EI development

Instructor
Faye Altman
Director,

Schedule/Location
Wednesday, September 10, 2014
1:00 PM - 4:00 PM
Rose Room– University Center

Introduction to Leadership
1 Day/3 Hours
This course is designed to develop effective leadership skills by developing communication, motivation and people skills. Today's leader must learn how to build greater buy-in, trust and loyalty in order for an organization to be as successful as it can be. Topics covered will include:
• How to facilitate, not dictate, facilitate
• Being honest and ethical
• Letting people do their jobs and enabling others
• Focus on the positive
• How to use mistakes as opportunities
• Inspire a Shared Vision
• Motivate followers and inspire them to action

Instructor
Tim Yorkey
EOD

Schedule/Location
Tuesday, September 30, 2014
9:30 AM - 12:30 PM
Rose Room - University Center
**HR 101**

3 Days/5.5 Total Hours

Human Resources 101 provides you with a thorough understanding of VSU policies and procedures and your role as a manager in ensuring compliance and implementing best practices when supervising others. It is designed as a hybrid course where content is reviewed online prior to class so that class time is spent discussing how to apply the information using case studies, scenario discussions, etc.

**Class Topics Per Day**

Day 1 - Employee Relations/Workers Compensation/Leave/HIPAA

Day 2 - Hiring/Classification/Compensation/FLSA

Day 3 - Workplace Safety, Budgeting and Financial Management

**Instructor**

Various

**Subject Matter**

Wednesday, October 21, 2014

9:00 AM - 11:00 AM

Cypress Room - University Center

Wednesday, October 23, 2014

9:00 AM - 11:00 AM

Cypress Room - University Center

Tuesday, October 28, 2014

9:00 AM - 10:30 AM

Rose Room - University Center

**Leader FISH!**

1 Day/3 Hours

LeaderFISH! is a complete personal development course, excellent for individual or team learning. It offers practical tools, promotes positive leadership and inspires excellence. This training will help you create specific action plans for ongoing success.

**Topics Covered Include:**

- Realistic self-evaluation leading to greater leadership knowledge and skill
- Improved communication
- Clarification of leadership values
- Less fear - More trust (in yourself and others)
- Increased satisfaction and productivity
- Tools, tips and techniques designed to help create a more invigorating work environment

Participants should have a basic understanding of the FISH philosophy before attending this training session.

**Instructor**

Tim Yorkey

**Schedule / Location**

Wednesday, October 1, 2014

9:00 AM - 12:00 PM

Rose Room - University Center

**FISH! Catch the Energy & Release the Potential**

1 Day/1.5 Hours

FISH! is a life changing philosophy. It’s a simple way everyone can change their own lives and work. By adding this philosophy to your life, a noticeable positive difference will be seen in relationships both at work and within yourself. FISH! is a choice that helps to decode the secrets of creating a super-satisfying work environment and even more delighted customers.

**Instructor**

Tim Yorkey

**Schedule / Location**

Tuesday, September 23, 2014

9:30 AM - 11:00 AM

Cypress Room - University Center

**Coaching for Performance**

1 Day/3 Hours

Have you ever given an employee an assignment and not gotten back what you wanted? Or maybe you feel like you are just not connecting with your employees like you should. This seminar is designed to help you communicate, delegate, and develop your employees like never before.

**Topics Covered Include:**

- How to inspire a vision, set goals and communicate them
- Develop an effective communication style with others
- Techniques for establishing a coaching relationship
- Tools for delegating and coaching employees
- How to use a 90 day performance review to further develop your employees

**Instructor**

Tim Yorkey

**Schedule / Location**

Monday, November 17, 2014

9:30 AM - 12:30 PM

Rose Room - University Center
Campus Pride

1 Day/2.5 Hours

Campus P.R.I.D.E. (Personal Responsibility in Delivering Excellence) is a new program designed to reintroduce and revitalize our commitment to providing the best service possible to our community. This program will teach advanced service techniques to aid us in successfully dealing with “moments of truth” in a service environment and will enhance our initiative to strive for perfection. The advanced training includes additional focus on stress reduction, improved morale and dealing with the struggles of doing more with less.

Topics Covered Include:

- Best practices to promote service excellence
- Re-thinking stress: Managing me!
- Providing service in a budget friendly manner

Who should attend?

This course is intended for any staff or administrative person who completed the initial Partners for Campus Excellence training.

Instructor

Tim Yorkey

EOD

Schedule/Location

Thursday, August 7, 2014
9:00 AM - 11:30 AM
Rose Room - University Center

Wednesday, August 20, 2014
9:00 AM - 11:30 AM
Rose Room - University Center

Tuesday, August 26, 2014
2:00 PM - 4:30 PM
Rose Room - University Center

Thursday, September 11, 2014
9:00 AM - 11:30 AM
Rose Room - University Center

Friday, October 3, 2014
9:00 AM - 11:30 AM
Rose Room - University Center

Customer Service: Management Issues and Strategies

1 Day/2.5 Hours

A university's ability to build customer/student loyalty and retention significantly impacts its operational goals and objectives. With today's service environment being more complicated than ever with sophisticated products and services, demanding customers, complex technology, costly turnover issues, and the need to keep employees productive in what is often a stressful environment, these challenges increasingly fall on the shoulders of managers, who need to capitalize on the strong link between employee and customer/student loyalty and enable their team to deliver service excellence.

Instructor

Tim Yorkey

Schedule/Location

Tuesday, November 4, 2014
2:00 PM - 4:30 PM
Rose Room—University Center

Register for classes online at www.valdosta.edu/finadmin/training/
Click on the Online Registration icon.
Partners for Campus Excellence

2 Day/3 Hours Per Day

*Partners for Campus Excellence* is a campus-wide training initiative focusing on student and employee retention, positive communication, and teamwork. This initiative began at Valdosta State University in October of 2000, when an advisory committee of 13 individuals was appointed by the President’s Cabinet to represent all areas of campus. These individuals as well as other representatives helped select material and design the format for these classes.

**Topics Covered Include:**

- Building a campus service culture through personal accountability, empowerment, and teamwork
- Improving face to face and telephone interactions
- Meeting service challenges when it is our mistake, the customer’s mistake, or a system-created mistake.

**Who should attend?**

If you hold a staff or administrative position and have never attended the Partners for Campus Excellence training, then this session is for you. New hires should complete this training within their first year of employment.

**Instructor**

| Tim Yorkey | Thursday, September 4, 2014 2:00 PM - 5:00 PM | Rose Room - University Center
| EOD | Friday, September 5 2012 9:00 AM - 12:00 PM | Cypress Room - University Center
|  | Thursday, November 13, 2014 2:00 PM-5:00 PM | Rose Room– University Center
|  | AND | Thursday, November 13, 2014 2:00 PM-5:00 PM | Rose Room– University Center
|  | AND | Friday, November 14, 2014 9:00 AM-12:00 PM | Rose Room– University Center

Student Employee Training

1 Day/2 Hours

We are offering our Partners for Campus Excellence Student Employee Training. This class emphasizes the importance of everyone’s role in reducing the campus run-around and providing an exceptional experience with every work area contact. The training is designed to provide general information relevant to all student employees. We focus on the following areas:

**Topics Covered Include:**

- Your role as a professional at VSU
- Creating a positive first impression
- Working with a diverse population
- Face-to-face, telephone and listening Skills
- Reducing campus "run-around" by learning more about the campus
- Dealing with the difficult person/situation

**Instructor**

Michael Smith

**Schedule / Location**

| Wednesday, August 13, 2014 5:00 PM - 7:00 PM | Ballroom B - Student Union
| Thursday, September 4, 2014 5:00 PM - 7:00 PM | Ballroom C. - Student Union
| Wednesday, September 17, 2014 5:00 PM - 7:00 PM | Meeting Rm. A&B- Student Union
| Monday, October 20, 2014 5:00 PM - 7:00 PM | Meeting Rm. A&B- Student Union
| Wednesday, November 12, 2014 5:00 PM - 7:00 PM | Meeting Rm. A&B– Student Union

**Icon Key**

- = Administrative Assistant Certificate
- = Supervisory Management Certificate
- = Leadership Series
- = Available Online
- = Professional Development Consortium
New Hire Online Compliance

All new hires of Valdosta State University have set required training classes to complete. These classes are located within our online Learning Management System called BlazeVIEW. Courses titled New Staff 101, New Faculty 101, Graduate Assistance Orientation, Student Worker Ethics course, Utility Cart training, Motor Vehicle training are examples of the courses available. New hires are manually entered into these courses weekly.

To access BlazeVIEW:

- Navigate to www.valdosta.edu
- Login on the MyVSU page
- Scroll down to the BlazeVIEW D2L link
- Under the TRAINING heading you will find the course you need to complete (e.g., “New Staff 101” or “New Faculty 101”). Click on the course to begin the process.

If you do not see your required course listed, email training@valdosta.edu.

Annual Compliance—September
(Fall Completion Requirement)

VSU’s Institutional Compliance Program was created to assure that the university meets its commitment to comply with all laws, regulations, and policies in its operations. VSU faculty and staff employees hired before or on December 31, 2013 are required to complete all components of the Annual Compliance Training course in BlazeVIEW D2L. All Employees hired on or after January 1 should have completed these requirements within the first 90 days of employment, and are not required to complete them again until the fall of the following year. The following topics are required for review under Federal law, State law, or University System of Georgia policies are included in your BlazeVIEW course:

- State Business Transactions
- Drug Free Workplace
- Anti-Harassment Policy
- Introduction to Information Security
- Workers Compensation
- Motor Vehicle Policy
- USG Ethics Policy
- Conflict of Interest/Outside Activities Policy
- Leave Procedures for Faculty and Staff
- Georgia Open Records
- FERPA

Student Employees are required to complete the following:

- Drug Free Workplace
- Anti-Harassment
- Introduction to Information Security
- Workers Compensation
- Motor Vehicle Policy
- Georgia Open Records
- FERPA

CEU Credit provided for all classes through Continuing Education at Valdosta State University
**Travel Procedures & Expenses**  
*1 Day/2 Hours*
This training is designed for those new to the travel process. Information on the travel process, completing the online forms for authority to travel and expenses reimbursement will be covered. Portions of this training will be hands on. If you have upcoming travel or reimbursement for travel that need to be completed, please bring that paperwork with you.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Schedule / Location</th>
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</table>
| Shanna Yorkey    | Thursday, August 14, 2014  
Financial Services  | 9:00 am-11:00 am  
Pine Hall Lab |
|                  | Monday, August 25, 2014  
                  | 3:00 PM - 5:00 PM  
Pine Hall Lab |

**University Policy & Procedures**  
*1 Day/3 Hours*
This class is designed to be an open forum discussion with campus policy experts on administrative requirements that confront campus administrative assistants on a regular basis. Once participants have completed this course, they should have a thorough understanding of VSU policies and procedures and their role in ensuring compliance and implementing best practices.

**Topics Covered Include:**
- Knowledge of purchasing guidelines and use of ePro and P-cards
- Apply best practices to job posting and applicant reviews
- Understand employment laws and VSU procedures in relation to Workers Compensation, Leave policies, HIPAA, FLSA, and other workplace practices.
- Understand policies and procedures related to academic matters such as Georgia Open Records, FERPA, etc.
- Apply good budgeting practices and understand accounts payable guidelines.
- Understand and implement travel processes.

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<th>Instructor</th>
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| Panel - Subject Matter | Monday September 15, 2014  
                  | 2:00 PM - 5:00 PM  
                  | Rose Room-University Center |

**VSU Procurement Guidelines**  
*1 Day/1 Hour*
This overview class covers policies and procedures governing procurement at VSU. It is intended for employees responsible for initiating or approving purchases of goods and/or services for their department, grant or organization.

**Topics Covered Include:**
- When are competitive bids necessary?
- How do I define my requirements?
- How do you find out about items available on agency and statewide contracts?
- What is a sole source/sole brand?
- How do I document need for sole source/brand?
- What purchasing procedure should I use? Order through Central Stores, Use P-Card or eProcurement?
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<th>Schedule / Location</th>
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| Procurement Office | Wednesday, August 27, 2014  
                  | 8:30 AM - 9:45 AM  
Pine Hall Computer Lab |
|                  | Wednesday, September 24, 2014  
                  | 8:30 AM - 9:45 AM  
Pine Hall Computer Lab |
|                  | Wednesday, October 29, 2014  
                  | 8:30 AM - 9:45 AM  
Pine Hall Computer Lab |

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**Icon Key**
- **A** = Administrative Assistant Certificate
- **S** = Supervisory Management Certificate
- **L** = Leadership Series
- **OL** = Available Online
- **P** = Professional Development Consortium
**ePro Requester Training**  
*(REVISED)*  
**1 Day/2 Hours**

This class is designed for VSU employees whose job responsibilities include completing processes to order goods and services for their department or grant. Training will cover how to create electronic requisitions in the eProcurement (ePro) module of PeopleSoft Financials and how to route them for approval. Additionally, it will cover how to use the GeorgiaFIRST Marketplace as an online shopping site that is accessed from PeopleSoft Financials.

- Prerequisite: VSU Procurement Guidelines

**Topics Covered Include:**

- Review Requester responsibilities for ePro/GeorgiaFIRST Marketplace
- Establish Requester profile in GeorgiaFIRST Marketplace
- Differentiate the two types of requisition in ePro
- Create a Marketplace Requisition from a Personal Shopping Cart
- Identify the steps in creating an ePro Requisition
- Create a Special Request Requisition
- Use the Manage Requisitions page to review, edit, and cancel a requisition
- Receive an item through Desktop Receiving

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<tr>
<th>Instructor</th>
<th>Schedule/Location</th>
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<tr>
<td>Procurement Office</td>
<td>Wednesday, August 27, 2014 10:00 AM - 12:00 PM Pine Hall Computer Lab</td>
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<td>Wednesday, September 24, 2014 10:00 AM - 12:00 PM Pine Hall Computer Lab</td>
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<td>Wednesday, October 29, 2014 10:00 AM - 12:00 PM Pine Hall Computer Lab</td>
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**ePro Special Request Technology Ordering**

**1 Day/1 Hour**

This class is designed for employees ordering technology related equipment for their department, grant or organization. It will cover in more detail the complexities of ordering software and hardware equipment. Attendees must be already knowledgeable about procurement guidelines, and using the eProcurement system.

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American Red Cross
CPR/First Aid
1 Day/4 Hours

Don't wait for a medical emergency to happen. Learn NOW what you need to do in a crisis situation. These classes are developed and sponsored by the American Red Cross. They are designed for the layperson and are taught by a certified instructor.

After each class completion, you will receive an American Red Cross Certification Card. The maximum number of attendees for a class is 10. Classes with less than 4 people registered will be cancelled. It is recommended that you wear comfortable clothes and arrive a few minutes early to fill out paper work.

Defensive Driving
2 Days/6 Hours (3 Hours Per Day)

The "AAA Driver Improvement Course" is designed to help you fine-tune your safe-driving skills.

Fortunately, there are guidelines to help you assess conditions more accurately, predict actions of other drivers, and make decisions with a more realistic concept of consequences. You'll learn how to manage risks by controlling visibility, time, and space.

The program is free to all VSU employees; however, outside students must pay $10.00. As an added benefit, you may be eligible for a 10% discount on your personal automobile insurance. Check with your agent.

Instructor | Schedule / Location
--- | ---
Tim Yorkey | Wednesday, August 13, 2014
EOD | 8:30 AM - 12:30 PM
Cypress Room - University Center
Tuesday, September 9, 2014
8:30 AM - 12:30 PM
Rose Room - University Center
Monday, October 6, 2014
8:30 AM - 12:30 PM
Rose Room - University Center
Tuesday, November 11, 2014
8:30 AM - 12:30 PM
Rose Room - University Center
Wednesday, December 3, 2014
8:30 AM - 12:30 PM
Rose Room - University Center

* A special 1 Day/6 Hour “Brown Bag” Sessions on August 6, 2014 and December 16, 2014. Bring your lunch and we will work straight through to get you out on time.
Workplace & Campus Violence

1 Day/3 Hours

Plan to attend this very important session on understanding and preventing Workplace Violence. This session is designed not only for supervisors, but ALL employees. It is a good introduction to a more in depth Crisis Prevention Intervention (CPI) course.

You will learn to:
- Identify risk factors and recognize warning signs and behaviors
- Assess workplace climate and culture
- Utilize effective communication when confronted with problem situations
- Know what resources are available to you and how to ask for help

At the conclusion of the session you will have an opportunity to practice what you have learned utilizing case studies.

Instructor       Schedule/Location
Ann Farmer       Wednesday, November 12, 2014
                EOD
                9:00 AM - 12:00 PM
                Rose Room - University Center

Environmental & Occupational Safety

The University System of Georgia Environmental Health and Safety office has provided on-line modules for Hazardous Chemical Right-to-Know training, Hazardous Waste Awareness, and Blood borne Pathogens. The links to the training courses are listed below.

In the Right-to-Know section, two courses are available: Basic Awareness, which is required for all faculty and staff that may be exposed to hazardous chemicals in the workplace and Chemical-Specific, which is required for all faculty and staff who use hazardous chemicals as a supplement to training provided by the immediate supervisor.

www.usg.edu/ehs/training/rtkbasic/
www.usg.edu/ehs/training/chemical/

In addition, all faculty and staff members who work with hazardous materials and generate hazardous waste should review and understand the Hazardous Waste Awareness Training.

Is your work environment safe?

Additional information available on:
- Asbestos awareness
- Hazardous waste awareness
- Universal waste
- Fire extinguisher training
- Used Oil handling
- Ergonomics and proper lifting
- Utility cart training

www.usg.edu/ehs/training/hazwaste/
www.usg.edu/ehs/training/pathogens/

Learn more about the many training resources on safety related topics available to you by visiting Environmental and Occupational Safety website.-
www.valdosta.edu/finadmin/safety/.

For more information on technology courses visit:
E-learning: www.valdosta.edu/distance/ & Communications and Training: www.valdosta.edu/it/css/wks/
### BlazeVIEW D2L 10.2: Gradebook

**1 Day / 1.5 Hours**
This workshop covers setting up and using the Gradebook in BlazeVIEW D2L.

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<tr>
<th>Instructor</th>
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<tr>
<td>Vince Spezzo</td>
<td>Wednesday, September 10, 2014 10:00 AM - 11:30 AM</td>
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<td>IT Communications &amp; Training</td>
<td>Center for eLearning Comp. Lab</td>
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<td>Center for eLearning Comp. Lab</td>
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### D2L 10.2: Assessments

**1 Day / 2 Hours**
This workshop will cover the basics of creating student assessment items including working with the Dropbox, Quizzes, and Discussion boards.

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<td>Center for eLearning Comp. Lab</td>
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### D2L 10.2: Building Courses

**1 Day / 1.5 Hours**
This workshop will cover how to use the various Desrie2Learn Course Builders to create your course content, walk you through the initial grad book setup, and will introduce you to Instructional Design Wizard.

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### D2L 10.2: Student Progress and Feedback Tools

**1 Day / 1 Hour**
This workshop will cover various tools within BlazeView D2L that help you monitor student activities and progression through the course and tools that allow you to provide the student with automated and manual feedback. Among the tools covered are content report tool, Intelligent Agents, and student reports.

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</table>
### D2L 10.2: Troubleshooting: When things go wrong, how to get help.

**1 Day/1 Hour**

This workshop will cover various resources users have to obtain help with their D2L questions as well as cover some basics troubleshooting tips. This session will cover using the D2L Helpcenter, the various D2L help guides, and clarify which numbers to call for over the phone assistance. This session will also discuss some of the more common user errors that instructors can encounter and how to deal with them or avoid them all together.

**Instructor**

Vincent Spezzo  
IT Communications & Training

**Schedule/Location**

Wednesday, October 15, 2014  
2:00 PM - 3:00 PM  
Center for eLearning Comp. Lab

### Teaching with Technology: Turnitin

**1 Day/1 Hour**

In this workshop we will explore the more advanced and/or lesser known abilities of the listed technology and afterwards hold a guided round table discussion of the ways the participants have or plan on using the tool in their classroom. Through this workshop participants will learn not only how to use the technology, but also how to better integrate it into their own teaching. This workshop is meant for instructors who already have a basic knowledge of how to use the listed technology tool, but want to learn more.

**Instructor**

Vincent Spezzo  
IT Communications & Training

**Schedule/Location**

Wednesday, October 29, 2014  
9:00 AM - 10:00 AM  
Room 1480-Odum Library

### Teaching with Technology: D2L Online Discussions

**1 Day/1 Hour**

This workshop will explore the more advanced and/or lesser known abilities of the listed technology and afterwards hold a guided round table discussion of the ways the participants have or plan on using the tool in their classroom. Through this workshop participants will learn not only how to use the technology, but also how to better integrate it into their own teaching. This workshop is meant for instructors who already have a basic knowledge of how to use the listed technology tool, but want to learn more.

**Instructor**

Vincent Spezzo  
IT Communications & Training

**Schedule/Location**

Wednesday, September 24, 2014  
3:00 PM - 4:00 PM  
Room 1480-Odum Library

### Teaching with Technology: D2L Communication Tools

**1 Day/1 Hour**

In this workshop we will explore the more advanced and/or lesser known abilities of the listed technology and afterwards hold a guided round table discussion of the ways the participants have or plan on using the tool in their classroom. Through this workshop participants will learn not only how to use the technology, but also how to better integrate it into their own teaching. This workshop is meant for instructors who already have a basic knowledge of how to use the listed technology tool, but want to learn more.

**Instructor**

Vincent Spezzo  
IT Communications & Training

**Schedule/Location**

Thursday, October 2, 2014  
2:00 PM - 3:00 PM  
Room 1480-Odum Library

Feel free to call us to assist you with customized classes or other training needs.  
Employee & Organizational Development - 229-259-5105
### Adobe Photoshop Basics

**1 Day / 1.5 Hours**

Photoshop is by far the most well-known program of the Adobe Suite. Although this program is so well known, there is often a huge barrier placed up by many who fear it. Let’s break that barrier and learn the overall workspace, and importance of layers. With this foundation down, we will work towards a few of the many fun and engaging tools of how Photoshop has gone beyond its intended purpose of photo editing.

**Topics Covered Include:**
- Navigating the workspace
- Learning about the Mystery of Layers
- Simple Photoshop edits to enhance your image
- Basic shapes and text manipulations

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<th>Instructor</th>
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<tr>
<td>Kyle Culpepper, IT Specialist</td>
<td>Friday, August 29, 2014 11:00 AM - 12:30 PM Multimedia Room-Odum Library  Thursday, September 4, 2014 4:00 PM - 5:30 PM Multimedia Room– Odum Library  Tuesday, September 16, 2014 4:00 PM - 5:30 PM Multimedia Room-Odum Library</td>
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### Introduction to BlazeVIEW

**1 Day / 1.5 Hours**

This session is intended for new or beginning users. In this workshop, you will get a hands-on introduction to the Section Designer role in BlazeVIEW (VSU’s online course management system). The focus will be on the features and functions of the BlazeVIEW Learning Module, managing and sharing your content, organizing your content, and other BlazeVIEW course tools into a learning path for students. Bring your syllabus or lecture notes with you as a Word file, webpage, or other document file, and leave this workshop with your materials in BlazeVIEW.

**Topics Covered Include:**
- Logging into BlazeVIEW
- Creating course content
- Managing course offerings
- Communication tools
- Managing students
- Assessment tools

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<td>Vince Spezzo, IT Communications &amp; Training</td>
<td>Thursday, August 14, 2014 4:00 PM - 5:30 PM Room 3270– Odum Library  Friday, August 22, 2014 10:00 AM - 11:30 AM Room 3270– Odum Library  Wednesday, August 27, 2014 2:00 PM - 3:30 PM Room 3270– Odum Library  Tuesday, September 23, 2014 3:00 PM - 4:30 PM Room 3270– Odum Library</td>
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Windows Movie Maker Feature Review

1 Day / 1.5 Hours
This class will cover the process of quickly turning your photos and videos into movies.

Topics Covered Include:

- Key Concepts
- Movie Maker Screen
- Insert Photos/Videos
- AutoMovie
- Edit Features such as transitions, rotating photos, effects, adding titles, captions, and credits
- Add music, split music, and adjust audio mix
- Edit and Splice Videos
- Video Snapshots
- Webcam Video
- Import Photos/Videos from Digital Camera, Memory Card Reader, CD, or DVD
- Burn Movie to DVD

Instructor
Kyle Culpepper
IT Specialist

Schedule / Location
Tuesday, August 26, 2014
11:00 AM - 12:30 PM
Multimedia Room-Odum Library

Thursday, September 11, 2014
11:00 AM - 12:30 PM
Multimedia Room-Odum Library

Adobe Audition Basics

1 Day / 1.5 Hours
Adobe Audition is a top of the line audio editing tool used by professional audio engineers in the media industry.

Audition, if used well, can do some amazing effects with sound files, such as creating surround sound with stereo channel manipulation, removing wind and other background noises, automatic pitch correction for out of tune singers and much more! Join us at the Media Center in Odum Library on the 1st floor. We will learn the basics of audio editing by familiarizing ourselves with the two very different modes inside of Audition, Waveform and Multi-track editing. Understand how normalization can truly help amplify your sound file and why adding fades can help control the mood of your story. We will also build up a multitrack session and learn some of the critical features to know in order to build an audio compilation.

Topics Covered Include:

- Foundational concepts of sound
- Getting acquainted with Adobe Audition (Waveform VS. Multitrack)
- Recording Audio and saving audio out
- Selection tools and their benefits
- Standard waveform adjustments (Normalization, fades)
- Clip Boarding Audio Segments
- Special Effects Rack
- Multi-track editing

Instructor
Kyle Culpepper
IT Specialist

Schedule / Location
Friday, September 5, 2014
3:00 PM - 4:30 PM
Multimedia Room-Odum Library

Register for classes online at: www.valdosta.edu/finadmin/training/
Click on the Online Registration icon.
Adobe Acrobat X: Building Resume/Portfolio

1 Day/1 Hour

Acrobat Pro X is the leading program for document conversion for ease of accessibility across all platforms. This program is packed with smart tools that provide excellent means to share your content. In this workshop we will learn how to make a portfolio using the Acrobat Wizard tool, learn the different layout options, how to configure the look and feel of the portfolio design, and share your final work with others. Bring a flash drive with you and some example documents to start generating a portfolio along with me.

Topics Covered Include:
- In this workshop we will discuss:
  - Portfolio Layouts
  - Adding Files and Folders to a PDF Portfolio
  - Edit visual appearance of PDF Portfolio
  - Extract components from PDF Portfolios
  - Share PDF Portfolio

Instructor
Kyle Culpepper
IT Specialist

Schedule / Location
Thursday, August 28, 2014
4:00 PM - 5:00 PM
Multimedia Room-Odum Library

Friday, September 12, 2014
11:00 AM - 12:00 PM
Multimedia Room-Odum Library

Thursday, September 18, 2014
4:00 PM - 5:00 PM
Multimedia Room-Odum Library

Into to Qualtrics Survey Tool

1 Day/2 Hours

Qualtrics is the new web-based survey tool which facilitates survey creation, distribution, and data monitoring/collection. The survey tool is available to all faculty, staff and students.

Topics Covered Include:
- Creating a basic survey
- Adding items to the survey
- Overview of the different question-types
- Adding display logic to the survey
- Adding skip logic to the survey
- Adding collaborators to the survey
- Changing default settings
- Options for distributing the survey
- Viewing the survey results
- Qualtrics online resources and training available

Instructor
Kathy Sundin
IT Communications & Training

Schedule / Location
Tuesday, September 23, 2014
1:30 PM - 3:30 PM
Center for eLearning Comp. Lab

Wednesday, October 15, 2014
9:00 AM - 11:00 AM
Center for eLearning Comp. Lab

Thursday, November 13, 2014
1:30 PM - 3:30 PM
Center for eLearning Comp. Lab
PowerPoint Poster Creation Made in a Snap

1 Day/1 Hour

The PowerPoint: Poster Creation in a Snap workshop is geared to assist students who have never developed a poster before. The goal of this class is to give a ground level understanding of what print sizes the Media Center has to offer. We will show how to use PowerPoint to create an academic level poster. Topics of the class include poster sizing, background layout, proper elements used for an academic poster, etc.. Learn the tools here and use your imagination to be creative.

Topics Covered Include:

- Setup proper dimensions for your poster
- Adjust background layout
- Basic image and text manipulation
- Use of proper elements for an academic poster

Instructor: Kyle Culpepper  
IT Specialist

Schedule/Location:

Thursday, September 2, 2014  
4:00 PM - 5:00 PM  
Multimedia Room – Odum Library

Thursday, September 9, 2014  
11:00 AM - 12:00 PM  
Multimedia Room – Odum Library

Friday, September 19, 2014  
3:00 PM - 4:00 PM  
Multimedia Room – Odum Library

Cascade (Web Editor)

1 Day/3 Hours

This training introduces features available in the online web editor utilized by VSU to maintain departmental websites. The Basic class is mandatory for those who are responsible for editing departmental web content. It is also a prerequisite to attending the optional Cascade Intermediate training and Open Labs.

Instructor: Sheila Hall  
IT Specialist

Schedule/Location:

Tuesday, August 26, 2014  
9:00 AM - 11:00 AM  
Pine Hall Computer Lab

Tuesday, September 30, 2014  
1:30 PM - 4:30 PM  
Pine Hall Computer Lab

Intermediate  
Thursday, August 28, 2014  
9:00 AM - 12:00 PM  
Pine Hall Computer Lab

VolP/Jabber

1 Day/3 Hours

Designed to help you become familiar with the features of the new Voice over Internet Protocol (VolP) phone, this hands-on workshop will demonstrate tasks such as transferring calls and call forwarding, as well as introduce you to the instant messenger application called Jabber that integrates many of the phone features such as voicemail, conference chats/calls, and call history.

Instructor: Sheila Hall  
IT Specialist

Schedule/Location:

Tuesday, August 12, 2014  
9:00 AM - 12:00 PM  
Pine Hall Lab 107
Microsoft Word

1 Day/2.5 Hours

Intended for experienced Word users, this series will focus on using features that will help you create documents such as research papers, project reports, or mass mailings.

Prerequisite: a strong sense of basic Word skills.

Instructor  Schedule / Location
Sheila Hall  Tuesday, September 16, 2014 9:00 AM - 11:30 AM
IT Specialist  Pine Hall Lab 107

Friday, September 19, 2014 9:00 AM - 11:30 AM
Pine Hall Lab 107

Adobe Acrobat & Online PDF

1 Day/2 Hours

You may be familiar with Adobe Reader (formally Acrobat Reader) which is a useful program that allows you to view PDF formatted files; but do you know exactly what a PDF file is and how versatile it can be? This class will provide a basic overview of the PDF (Portable Document File) format and go beyond viewing these files with Reader. You will learn how to create, organize, and manage with Adobe Acrobat Pro. Additionally, we will take a look at how to create PDF forms, which provides both user-friendly documents and an efficient, paperless way to compile your forms electronically.

This class covers:
• An introduction to the PDF file format
• An overview of the Adobe Acrobat Pro software
• How to create PDF files
• How to create electronic on-line forms with PDFs
• How to electronically sign PDF documents
• How to combine and organize PDF files
• How to collaborate on documents

Instructor  Schedule / Location
Kyle Culpepper  Tuesday, October 14, 2014 9:00 AM - 11:00 AM
IT Specialist  Media Center - Odum Library

Computer Basics Series

4 Days/8 Hours total

This class is designed for those with limited computer experience who want to be able to perform computer-related job tasks with confidence and to enhance their own personal development. Topics covered in this hands-on series include: basic computer terminology and operations, email, the Internet, and utilizing VSU website.

Instructor  Schedule / Location
Sheila Hall  Friday, September 26, 2014 9:00 AM - 11:00 AM
IT Specialist  Pine Hall Lab 107

AND

Friday, October 3, 2014 9:00 AM - 11:00 AM
Pine Hall Lab 107

AND

Friday, October 10, 2014 9:00 AM - 11:00 AM
Pine Hall Lab 107

AND

Friday, October 17, 2014 9:00 AM - 11:00 AM
Pine Hall Lab 107

Additional classes conducted by IT Training and Communication will be offered throughout the semester. For the latest class posting, please check the Employee Training Database, Information Technology website http://www.valdosta.edu/administration/it/its/css/training/classes.php, and your email. For questions, please call 229-333-7395.
### Effectiveness Plan and Report

**1 Day / 1 Hours**

This session covers the basic elements of VSU’s Institutional Effectiveness process including tips to prepare your annual plan and report. Faculty members and administrators responsible for department or program assessment are invited to attend.

**Instructor**  
Michael Black

**Schedule / Location**  
Tuesday, August 19, 2014  
9:00 AM - 10:00 AM  
Cypress Room– University Center

Wednesday, September 3, 2014  
4:00 PM - 5:00 PM  
Student Union Meeting Room 2

### Open Educational Resources: Revolutionizing Teaching and Research

**1 Day / 1 Hour**

This workshop will introduce participants to Open Education Resources (OERs): freely accessible, online documents and media useful for teaching and research. Specifically, participants will learn to 1) locate OERs on the Affordable Learning Georgia website, 2) evaluate OERs 3) create an OER account, and 4) assess student responses to OERs. Come learn about OERs before it’s time to order books for Spring semester.

**Instructor**  
Dr. Mark Smith  
Ms. Deborah Van Patten

**Schedule / Location**  
Wednesday, September 24, 2014  
4:00 PM - 5:00 PM  
Room 2633/2634 – Odum Library

Friday, September 26, 2014  
12:00 PM - 1:00 PM  
Room 2633/2634 – Odum Library

### Writing Meaningful and Measureable Student Learning Outcomes

**1 Day / 1.5 Hour**

Faculty, administrators, student affairs professionals, and students are invited to learn techniques to write meaningful and measurable learning outcomes which can serve as the basis for a strong assessment plan.

**Instructor**  
Michael Black

**Schedule / Location**  
Wednesday, September 24, 2014  
2:00 PM - 3:30 PM  
Cypress Room University Center

### Survey and Rubric Design

**1 Day / 1.5 Hours**

Faculty, administrators, student affairs professionals, and students are invited to learn techniques to develop and use surveys and rubrics in their classrooms and programs.

**Instructor**  
Michael Black

**Schedule / Location**  
Tuesday, September 23, 2014  
2:00 PM - 3:30 PM  
Rose Room– University Center
**Digital Measures Introduction**

**1 Day / 1 Hour**

Digital Measures is a secure, easy-to-use online database for storing information about faculty achievements such as teaching, research and publications, service, and engagement. This will be a hands-on workshop for faculty to setup and begin using Digital Measures. Bring a copy of your curriculum vita. Digital Measures is the official and required repository for faculty credentials and course syllabi.

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<tr>
<td>Michael Black</td>
<td>Wednesday, August 5, 2014 3:00 PM - 4:00 PM Room 3270– Odum Library</td>
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<td>Thursday, August 6, 2014 10:00 AM - 11:00 AM Room 3270– Odum Library</td>
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<td></td>
<td>Thursday, September 18, 2014 9:00 AM - 10:00 AM Webservices Training Room</td>
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<td>Friday, October 10, 2014 1:30 PM - 2:30 PM Webservices Training Room</td>
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<td>Monday, November 10, 2014 11:00 AM - 12:00 PM Webservices Training Room</td>
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**New Faculty Workshop: Intro to Preparing your Faculty Activities Report (FAR)**

**1 Day / 1 Hour**

Come and get your questions answered about how to complete this required document.

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<tbody>
<tr>
<td>Dr. Carl Cates, Rey Martinez, Darrell Ross, Michael Black</td>
<td>Wednesday, October 8, 2014 4:00 PM - 5:00 PM Meeting Rm. 1A&amp;B– Student Union</td>
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<td>Friday, September 26, 2014 12:00 PM - 1:00 PM Meeting Rm. 1A&amp;B– Student Union</td>
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**New Faculty Workshop: Intro to Research Opportunities at VSU**

**1 Day / 1 Hour**

Come learn about some of the exciting new resources VSU has to offer for faculty research through our Office of Sponsored Programs and Research Administration (OSPRA) as well as gain some insight from faculty members who have been successful in their pursuit of external funding opportunities.

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<tr>
<th>Instructor</th>
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<tr>
<td>Dr. LaPlant, Dr. Manning, Ms. Ann Olphie</td>
<td>Wednesday, November 12, 2014 4:00 PM - 5:00 PM Meeting Rm. 1A&amp;B– Student Union</td>
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<td>Friday, November 14, 2014 12:00 PM - 1:00 PM Meeting Rm. 1A&amp;B– Student Union</td>
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Master Academic Advisor Series

This curriculum has been designed through needs assessment of VSU academic advisors, review of literature on advising best practices and follows the standards recommended by NACADA (National Academic Advising Association). The series consists of 2 core classes and a recommendation of at least 3 electives. Additional classes will be offered spring semester. Need more information about the series? contact Marsha Walden Academic Services Professional, OASIS Center for Advising and First Year Programs, (229) 245-4378, mwalden@valdosta.edu.

Advising 101 (Core)
1 Day/2 Hours
2 Schedule Options

Historically, students rank their advisor’s knowledge and awareness of campus resources and academic policies and procedures as one of the most important contributors to their success in college.

Topics Covered Include:

- Provide students with accurate information and referrals to academic resources on campus such as the Student Success Center, Counseling Center, and other important departments.
- Provide students with accurate information pertaining to VSU and USG policies and procedures.
- Calculate GPA and provide students with GPA calculation resources
- Understand the basic functions and uses of Degree Works

Instructor
Centralized Advising Staff

Schedule/Location
Friday, September 5, 2014
9:00 AM – 11:00 AM
Rose Room - University Center

Advising 102 (Core)
1 Day/2 Hours
2 Schedule Options

This session serves as the theoretical counterpart to Advising 101. The format of this session will allow for more open discussion among participants. In this session, we will discuss different types of advising and advising strategies and models. Among the advising models we will discuss is “appreciative advising”. Appreciative Advising is a student-centered approach utilizing positive, open-ended questions to assist students in optimizing their educational experiences. It is both intentional and collaborative, and is comprised of 6 phases: Disarm, Discover, Dream, Design, Deliver, and Don’t Settle.

By the end of this session advisors should be able to:
- Recognize and employ different advising styles and models
- More fully develop their own personal advising style
- Incorporate aspects of appreciative advising into other professional and personal relationships

Instructor
Centralized Advising Staff

Schedule/Location
Friday, September 12, 2014
9:00 AM – 11:00 AM
Rose Room - University Center
Working with At-Risk and Probation Students (Elective)

The transition from high school or the workforce is not easy for many students. Students come from a multitude of various backgrounds and therefore the skill sets and needs of each student are equally diverse. It is vital to understand that not all students begin college with the same level of knowledge and experiences and this greatly determines their academic success. It is the job of the academic advisor to be able to assess the needs of their students as well as assist them in meeting those needs in whatever way they can. This session will help advisors to determine the role and responsibilities of advisors to students on probation and will equip them with the knowledge, tools, and resources to ensure the achievement of greater academic and personal success among their advisees.

Topics Covered Include:

- Clearly define the different terms and levels of academic probation and institutional policies regarding academic probation and suspension.
- Identify the numerous risk factors or indicators that can lead to academic probation.
- Utilize multiple tools and advising techniques purposed to assess the academic, emotional, and social needs of students on academic probation.
- Connect students to various campus resources to assist in academic or personal matters.
- Develop programming to work with students on probation, at-risk, or being reinstated on an individual as well as group level.

DegreeWorks & Advisor Portal (Elective)

This session is designed to highlight the features available in the advising tool, DegreeWorks. Participants will have an opportunity to learn about the worksheets (checklist), what-if scenarios, planner, GPA Calculators, and ways to incorporate DegreeWorks into the advising process. Additionally, participants will have a hands-on experience using current advisees.

Topics Covered Include:

- Distinguish the difference between worksheet views and GPA calculators.
- Run a “what-if” scenario.
- Create and modify a student planner.
- Understand how advisors have incorporated DegreeWorks in the advising process.

Instructor Schedule/Location

Centralized Advising Staff
Friday, September 19, 2014
9:00 AM - 11:00 AM
Rose Room—University Center

Instructor Schedule/Location

Ashley Cooper
Terrence Sullivan
Friday, November 14, 2014
9:00 AM - 11:00 AM
Rose Room—University Center
Linking Career Advising & Experimental Learning to Academic Advising (Elective)

1 Day/2 hours

Beginning with the end in mind is such a crucial concept for students to grasp early in their educational attainment, even more so if students are beginning without a major. It is likewise crucial for academic advisors to assist their students in seeing that they are not in school to obtain a degree as much as they are here to learn and develop the knowledge, skills, and abilities that will help them in their future careers. Instead of asking their students, “What do you want to major in?” advisors should be asking, “What are you interested in or what do you want to learn about?” Or if a student has declared a major, an advisor should ask, “What is it about this field that interests you and what would you like to learn more about?” This session will help advisors to better serve their students by providing advisors with various communication techniques, counseling theories, as well as career resources that ultimately will allow their students to make the necessary connections between their educational experiences and their personal/career aspirations.

Topics Covered Include:

- Acknowledge the differences between career advising and career counseling
- Have a basic understanding of career development and student development theories
- Recognize and respond to career issues in advising students
- More effectively ask questions which promote greater discussion of a student’s career interests
- Assess a student’s academic progress in relation to the expectations of his/her prospective career field
- Provide insight on the changing workplace and the implications that may have on a student’s level of educational attainment

Instructor:

Career Opportunities Staff

Schedule/Location:

Friday, October 17, 2014
9:00 AM - 11:00 AM
Rose Room– University Center

Advising Online Students (Elective)

1 Day/2 hours

This session will cover understanding of the various components of online degree programs and working with online students.

Instructor:

Alicia Roberson & Marsha Walden

Schedule/Location:

Friday, October 3, 2014
9:00 AM - 11:00 AM
Cypress Room– University Center
IDEA Center

These are just some of the ways that the IDEA Center can help all of us to think critically about our roles as professionals who teach, conduct research, who write for publication, and who are active in our community. Come on in and enjoy some coffee, and see how we can help each other to succeed in educating our students and in our careers. For more information, visit http://www.valdosta.edu/academics/idea-center/our-services.php.

A Meeting of Minds Between Reference Librarians and Teaching Faculty

1 Day/1.5 hours

With the start of the fall semester, reference librarians from the Odum Library would welcome the opportunity to meet with course instructors from across the university, to discuss opportunities for the library's ongoing support of student learning and scholarship. In particular, we are keen to contribute to an open discourse on pedagogy linked to students' use of library services and resources, in order to explore how established library services such as consultations, library instruction, and embedded librarianship can better serve individual classes and students enrolled within those classes. Additionally, we would like to consider how librarians can liaise with course instructors in the construction of assignments that specifically draw upon the library's collections or open access sources of information.

Instructor  Schedule/Location
Howard Carrier, Michael Holt, & Laura Bell Wright Tuesday, August 26, 2014
2:00 PM - 3:30 PM IDEA Center Living Room

Using Games as Effective Pedagogy

1 Day/1.5 hours

Come learn some techniques to use games as learning opportunities for students. We will talk about the benefits of games in the classroom, and some of the down sides as well.

Instructor  Schedule/Location
Larry Hilgert Wednesday, September 11, 2014
2:00 PM - 3:30 PM IDEA Center Living Room

Community Engagement

1 Day/1.5 hours

Join us for this interaction session in which we will brainstorm on ways VSU can interact more effectively with the many communities in which we participate. Individuals with existing relationship with community partners are encouraged to participate in this workshop.

Instructor  Schedule/Location
Ray Elson Tuesday, October 28, 2014
2:00 PM - 3:30 PM IDEA Center Living Room

Academic Excellence
Statistically Speaking: Don’t Let the Numbers Get You Down

1 Day/1.5 hours

Data, data, everywhere and needing a way to make it all work? A general overview from coming up with a plan to talking about coding missing data. Should you use quantitative, qualitative, or both methods? How do you decide? Come get statistically refreshed so the numbers will stop getting you down.

Instructor: Peggy Moch
Schedule/Location: Wednesday, September 3, 2014
4:00 PM - 5:30 PM
IDEA Center Living Room

Working with International Students: Challenges and Strategies

1 Day/1.5 hours

When entering the educational system of the United States, most international students bring with them the beliefs and expectations about schooling they have experienced in their native cultures. Hence, they are distinct compared to their native peers. This workshop aims to help participants understand how to work with international students. Challenges instructors may encounter and strategies that can be used to tackle with potential challenges will be discussed.

Instructor: Li-Mei Chen
Schedule/Location: Monday, October 13, 2014
1:00 PM - 2:30 PM
IDEA Center Living Room

The Stories We Tell

1 Day/1.5 hours

Ever been somewhere and a perfect stranger asks you to describe your best moment as a teacher? Or your worst one? We all tell stories — about being a professor, about our students, ourselves, our teaching philosophies. Come, swap stories, and learn how the narratives we tell others and ourselves shape who we are as teachers and our interactions with students, and how we can change those narratives, if we wish to do so. Based on the book, What Our Stories Teach Us: A Guide to Critical Reflection for College Faculty, by Linda K. Shadiow (Jossey-Bass 2013).

Instructor: Kathleen Lowney
Schedule/Location: Wednesday, September 24, 2014
2:00 PM - 3:30 PM
IDEA Center Living Room

How to Teach Abroad

1 Day/1.5 hours

Interested in teaching abroad? Then come learn about the where one might teach, what classes it might be best to teach, and how to integrate pedagogical and cultural content into your class. This workshop will help you to think through the questions to be asking about teaching abroad and inform you about some of the cultural and pedagogical resources available to you.

Instructor: Ellen Friedrich & Irina McCellan
Schedule/Location: Tuesday, October 14, 2014
2:00 PM - 3:30 PM
IDEA Center Living Room
**Creative Commons, Academic Research, and You**

*1 Day/1.5 hours*

It’s Open Access Week – come celebrate it with us. The Creative Commons is an attempt to broaden the amount of intellectual works that are available to build upon and share through a different type of copyright licensure known as “copyleft”. These types of licenses are becoming more important to academic universities as they look to get their research in front of as many eyes as possible. Because of this, it is important for academics to understand how these licenses work and how they can apply them.

This workshop on Creative Commons and copyleft will be split into two sections. The first session will cover the background of Creative Commons licensing and other copyleft licenses, their legal basis, and their practical implications. The second session in Spring 2015 will focus on how Creative Commons and other copyleft licenses can be used to support professors’ academic careers, both in the classroom and in their research efforts.

**Instructor**  
Michael Holt

**Schedule/Location**  
Wednesday, October 22, 2014  
2:00 PM - 3:30 PM  
IDEA Center Living Room

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**Responding to Student Writing: What is Your Style**

*1 Day/1.5 hours*

Responding to student written work is a painstaking and time-consuming task for most teachers. Gaining insight into your responding style and making modifications can save you time and provide a richer revision experience for your students. This workshop will help you identify your responding style and offer suggestions for making your comments count.

**Instructor**  
Darrell Fike

**Schedule/Location**  
Wednesday, November 5, 2014  
2:00 PM - 3:30 PM  
IDEA Center Living Room

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**Assurance of Learning— Course Assessment**

*1 Day/1.5 hours*

Faculty members are being asked to provide evidence of student learning at the program level. This information is provided to the University Assessment Committee and ultimately SACS to support this effort. Often the assessment occurs at the course level and faculty members may not have the time and especially the experience to evaluate student outcomes. Join us to learn simple assessment tools that you could use to perform this important task.

**Instructor**  
Ray Elson & Michael Black

**Schedule/Location**  
Wednesday, November 13, 2014  
2:00 PM - 3:30 PM  
IDEA Center Living Room
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<td>Media Center</td>
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<td>Adobe Acrobat X: Building Resume/Portfolio</td>
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<td>Adobe Audition Basics</td>
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<td>BlazeVIEW D2L 101: Intro to Blazeview D2L</td>
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<td>BlazeVIEW D2L: Assessment Tools</td>
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<td>BlazeVIEW D2L: Gradebook</td>
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<td>Community Engagement</td>
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<td>Creative Commons, Academic Research, &amp; You</td>
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<td>Customer Service: Management Issues</td>
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<td>Diversity U 101</td>
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<td>Diversity U 102</td>
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<td>10/7</td>
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<td>Effectiveness Plan and Report</td>
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<td>SU Meeting Room 2</td>
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<td>ePro Requester Training</td>
<td>8/27</td>
<td>10:00 am - 12:00 pm</td>
<td>Pine Hall Lab</td>
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<td></td>
<td>9/24</td>
<td>10:00 am - 12:00 pm</td>
<td>Pine Hall Lab</td>
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<td></td>
<td>10/29</td>
<td>10:00 am - 12:00 pm</td>
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<td>ePro Special Request Technology Ordering</td>
<td>8/27</td>
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<td></td>
<td>9/24</td>
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<td></td>
<td>10/29</td>
<td>1:30 pm - 2:30 pm</td>
<td>Pine Hall Lab</td>
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<td>FISH: Catch the Energy &amp; Release the Potential</td>
<td>9/23</td>
<td>9:30 am - 11:00 am</td>
<td>UC Cypress Room</td>
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<td>FISH: Leader</td>
<td>10/1</td>
<td>9:00 am - 12:00 pm</td>
<td>UC Rose Room</td>
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<td>Fund. of Management and Supervision</td>
<td>9/19</td>
<td>9:30 am - 4:00 pm</td>
<td>UC Dogwood Room</td>
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<td>Fundamentals of Successful Project Mgmt.</td>
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<td>9:00 am - 4:00 pm</td>
<td>TBD</td>
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<tr>
<td>Course Title</td>
<td>Date(s)</td>
<td>Time</td>
<td>Location</td>
<td>Room(s)</td>
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<tr>
<td>HR 101</td>
<td>10/21, 10/23 &amp; 10/28</td>
<td>9:00 am - 11:00 am</td>
<td>UC Cypress (Day 1)</td>
<td>Rose Room</td>
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<tr>
<td>How to Teach Abroad</td>
<td>10/14</td>
<td>2:00 pm - 3:30 pm</td>
<td>IDEA Center Living Room</td>
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<td>Intro to Leadership</td>
<td>9/30</td>
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<td>UC Cypress Room</td>
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<td>Introduction to Travel Procedure</td>
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<td>9:00 am - 11:00 am</td>
<td>GA Power/ 901 N. Patterson</td>
<td></td>
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<td></td>
<td>8/25</td>
<td>3:00 pm - 5:00 pm</td>
<td>GA Power/ 901 N. Patterson</td>
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<td>Intro to Qualtrics Survey Tool</td>
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<td>Center for eLearning Comp. Lab</td>
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<td></td>
<td>10/15</td>
<td>9:00 am - 11:00 am</td>
<td>Center for eLearning Comp. Lab</td>
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<tr>
<td>Leading the Generations to Success</td>
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<td>2:00 pm - 5:00 pm</td>
<td>UC Rose Room</td>
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<tr>
<td>Lean Six Sigma: Yellow Belt</td>
<td>10/29 &amp; 10/31</td>
<td>9:00 am - 12:00 pm</td>
<td>UC Rose Room</td>
<td></td>
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<tr>
<td>Lean Six Sigma: White Belt</td>
<td>9/24</td>
<td>9:00 am - 12:00 pm</td>
<td>UC Rose Room</td>
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<tr>
<td>Linking Career Advising and Experiential Learning to Academic Advising</td>
<td>10/17</td>
<td>9:00 am - 11:00 am</td>
<td>UC Rose Room</td>
<td></td>
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<tr>
<td>Meeting of Minds Between Reference Librarians and Teaching Faculty</td>
<td>8/26</td>
<td>2:00 pm - 3:30 pm</td>
<td>IDEA Center Living Room</td>
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<td>Microsoft Word</td>
<td>9/16</td>
<td>9:00 am - 11:30 am</td>
<td>Pine Hall Lab 107</td>
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<td>9/19</td>
<td>9:00 am - 11:30 am</td>
<td>Pine Hall Lab 107</td>
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<tr>
<td>Movie Maker Feature Review</td>
<td>8/26</td>
<td>11:00 am - 12:30 pm</td>
<td>Media Center</td>
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<tr>
<td></td>
<td>9/11</td>
<td>11:00 am - 12:30 pm</td>
<td>Media Center</td>
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<tr>
<td>Navigating the Personality Maze</td>
<td>10/7</td>
<td>9:00 am - 12:00 pm</td>
<td>UC Rose Room</td>
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<tr>
<td>New Faculty: Intro to Preparing (FAR)</td>
<td>9/26</td>
<td>12:00 pm - 1:00 pm</td>
<td>SU Meeting Room 1 A&amp;B</td>
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<td></td>
<td>10/8</td>
<td>4:00 pm - 5:00 pm</td>
<td>SU Meeting Room 1 A&amp;B</td>
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<td>New Faculty: Intro to Research</td>
<td>11/12</td>
<td>4:00 pm - 5:00 pm</td>
<td>SU Meeting Room 1 A&amp;B</td>
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<tr>
<td></td>
<td>11/14</td>
<td>12:00 pm - 1:00 pm</td>
<td>SU Meeting Room 1 A&amp;B</td>
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<td>Open Education Resources: Revolutionizing Technology &amp; Research</td>
<td>9/24</td>
<td>4:00 pm - 5:00 pm</td>
<td>Odum 2633/2634</td>
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<tr>
<td></td>
<td>9/26</td>
<td>12:00 pm - 1:00 pm</td>
<td>Odum 2633/2634</td>
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<tr>
<td>Organization and Time Management</td>
<td>10/22</td>
<td>1:30 pm - 5:30 pm</td>
<td>UC Rose Room</td>
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<td>Partners for Campus Excellence</td>
<td>9/4 &amp; 9/5</td>
<td>2:00 pm - 5:00 pm/ 9:00 am - 12:00 pm</td>
<td>UC Rose/Cypress Room</td>
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<tr>
<td></td>
<td>11/13 &amp; 11/14</td>
<td>2:00 pm - 5:00 pm/ 9:00 am - 12:00 pm</td>
<td>UC Rose Room</td>
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<td>PowerPoint: Poster Creation in a Snap!</td>
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<td>4:00 pm - 5:00 pm</td>
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<tr>
<td></td>
<td>9/9</td>
<td>11:00 am - 12:00 pm</td>
<td>Media Center</td>
<td></td>
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<tr>
<td></td>
<td>9/19</td>
<td>3:00 pm - 4:00 pm</td>
<td>Media Center</td>
<td></td>
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<tr>
<td>Professional Image and Success at Work</td>
<td>11/17</td>
<td>1:30 pm - 5:30 pm</td>
<td>UC Rose Room</td>
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<tr>
<td>Event Description</td>
<td>Date</td>
<td>Time</td>
<td>Location</td>
<td>Room/Location</td>
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<tr>
<td>Religious Diversity</td>
<td>9/16</td>
<td>5:30 pm - 7:30 pm</td>
<td>TBA</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>9/23</td>
<td>5:30 pm - 7:30 pm</td>
<td>TBA</td>
<td>8</td>
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<tr>
<td>Responding to Student Writing</td>
<td>11/5</td>
<td>2:00 pm - 3:30 pm</td>
<td>IDEA Center Living Room</td>
<td>33</td>
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<tr>
<td>Retention Strategies for Managers</td>
<td>10/9</td>
<td>1:30 pm - 4:30 pm</td>
<td>UC Rose Room</td>
<td>9</td>
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<tr>
<td>Sexual Assault Prevention</td>
<td>9/25</td>
<td>10:00 am - 12:00 pm</td>
<td>UC Cypress Room</td>
<td>8</td>
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<td>Statistically Speaking: Don’t Let Numbers Get You Down</td>
<td>9/3</td>
<td>4:00 pm - 5:30 pm</td>
<td>IDEA Center Living Room</td>
<td>32</td>
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<td>Stress Management</td>
<td>11/13</td>
<td>9:00 am - 12:00 pm</td>
<td>UC Rose Room</td>
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<td>8/13</td>
<td>5:00 pm - 7:00 pm</td>
<td>SU Ballroom B</td>
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<td></td>
<td>9/4</td>
<td>5:00 pm - 7:00 pm</td>
<td>SU Ballroom C</td>
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<td>Student Employee PFCE</td>
<td>9/17</td>
<td>5:00 pm - 7:00 pm</td>
<td>SU Meeting Room 1 A &amp; B</td>
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<td>10/20</td>
<td>5:00 pm - 7:00 pm</td>
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<td></td>
<td>11/12</td>
<td>5:00 pm - 7:00 pm</td>
<td>SU Meeting Room 1 A &amp; B</td>
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<td>Survey Rubric and Design</td>
<td>10/23</td>
<td>2:00 pm - 3:30 pm</td>
<td>UC Rose Room</td>
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<td>Teaching with Technology: Communication Tools</td>
<td>10/2</td>
<td>2:00 pm - 3:00 pm</td>
<td>Odum 1480</td>
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<td>Teaching with Technology: D2L Discussions</td>
<td>9/24</td>
<td>3:00 pm - 4:00 pm</td>
<td>Odum 1480</td>
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<td>Teaching with Technology: Turnitin</td>
<td>10/29</td>
<td>9:00 am - 10:00 am</td>
<td>Odum 1480</td>
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<td>The 3 L's of Leadership</td>
<td>9/10</td>
<td>1:00 pm - 4:00 pm</td>
<td>UC Rose Room</td>
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<td>The Stories We Tell</td>
<td>9/24</td>
<td>2:00 pm - 3:30 pm</td>
<td>IDEA Center Living Room</td>
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<td>University Policy and Procedures</td>
<td>9/15</td>
<td>2:00 pm - 5:00 pm</td>
<td>UC Rose Room</td>
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<td>Using Games as Effective Pedagogy</td>
<td>9/11</td>
<td>2:00 pm - 3:30 pm</td>
<td>IDEA Center Living Room</td>
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<td>Voice over Internet Protocol (VoIP) Telphone / Jabber</td>
<td>8/12</td>
<td>9:00 am - 12:00 pm</td>
<td>TBA</td>
<td>24</td>
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<td></td>
<td>8/15</td>
<td>3:00 pm - 4:00 pm</td>
<td>Media Center</td>
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<td></td>
<td>8/29</td>
<td>11:00 am - 12:00 pm</td>
<td>Media Center</td>
<td>22</td>
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<td></td>
<td>9/9</td>
<td>3:00 pm - 4:00 pm</td>
<td>Media Center</td>
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<td>Working with At-Risk and Probation Students</td>
<td>11/14</td>
<td>9:00 am - 11:00 am</td>
<td>UC Rose Room</td>
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<td>Working with VSU’s International Students</td>
<td>10/13</td>
<td>1:00 pm - 2:30 pm</td>
<td>IDEA Center Living Room</td>
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<td>Workplace/Campus Violence</td>
<td>10/14</td>
<td>9:00 am - 12:00 pm</td>
<td>UC Rose Room</td>
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<td>Writing Meaningful and Measureable Student Learning Outcomes</td>
<td>9/24</td>
<td>2:00 pm - 3:30 pm</td>
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<td>VSU Procurement Guidelines</td>
<td>8/27</td>
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<td>9/24</td>
<td>8:30 am - 9:45 am</td>
<td>Pine Hall Lab</td>
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<td>10/29</td>
<td>8:30 am - 9:45 am</td>
<td>Pine Hall Lab</td>
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</table>
University Center - Entrance 1
Suite #3103
1205 N. Patterson Street
Valdosta, Georgia 31698

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Fax: (229) 259-5030
www.valdosta.edu/training